



2007-08 Request for Proposals \$80,000 - State Gang Mini-Grants and Application Instructions

Deadline: Friday, May 4, 2007 1:00 p.m.

The Utah Commission on Criminal and Juvenile Justice (CCJJ) is requesting proposals from Utah state agencies, units of local government and non-profit organizations conducting business in Utah for the FY08 State Gang Mini-Grant program.

Up to \$80,000 will be awarded for the gang mini-grant program. You may not request more than \$20,000 unless your program serves a high-risk population or is in a community highly impacted by gangs. Due to limited funding, it is highly unlikely that more than one grant exceeding \$20,000 will be awarded.

General Submission Requirements

1. All applications for 2007-08 funding must follow the required format and contain the required forms. One original, six (6) three hole punched copies and an electronic application (CD or via e-mail) are required.

2. Applications are due by 1:00 pm on Friday, May 4, 2007 at the Utah Commission on Criminal and Juvenile Justice, Utah State Capitol Complex, East Office Building, Suite E-330, SLC, UT 84114-2330. No late applications, faxed applications, or e-mailed applications will be accepted.

3. Your application must be signed by the appropriate officials. All sections of the application pertinent to the proposed project must be completed in full.

4. Letters of participation in the project are required and must detail the specific contributions being provided to the proposed project. Do not include letters of support.

5. There is no match requirement for this grant program.

6. Your agency must assure its willingness to comply with all grant requirements for administration, monitoring, reporting, evaluation, and data collection by reviewing and signing all applicable Grant Conditions (Appendix 1). The signed assurances must be attached to and submitted with the original grant application.

7. Although an effort will be made to continue the funding of successful projects, each project must stand on its own merit annually. No project is guaranteed continuation funding.

CCJJ will provide technical assistance at no cost to prospective applicants upon request. Please contact Reg Garff at (801) 538-1372 or rgarff@utah.gov. Technical assistance includes answering questions about the application process, discussing program ideas and concepts, and limited reviews of draft applications.

Gang Mini-Grant Program Guidelines

The purpose of the Gang Mini-Grant Program is to prevent gang activity or provide intervention services for gang-involved individuals. Gang activity is present across the state of Utah. Some communities deal with deeply entrenched gang problems, while others are experiencing emerging problems.

In this request for proposals, gangs are defined as: “Any ongoing organization, association or group of three or more persons, whether formal or informal, which (1) has continuity of purpose, (2) often has a common name or common identifying sign or symbol, and (3) has members who individually or collectively engage in or have engaged in criminal activity.”

You must provide reliable data to show that a gang problem exists in your target community. The data should include, at a minimum, the number of active gangs, the number of gang members, the number of crimes attributed to gangs, and the breakdown of gang members by age, gender and race. Your application will be rejected if you fail to show that a gang problem is present in your target community.

There are two types of gang programs that will be funded:

1. **Gang prevention through education, awareness and community mobilization** – This type of gang program is for communities where gangs are present. Examples of programs that qualify for funding in this category are life skills training for youth living in gang active neighborhoods, mentoring for siblings of gang members, and parent training on how to recognize gangs and prevent youth involvement in gangs.
2. **Providing alternatives to gangs** – This type of gang program is for individuals who are gang-involved or at high risk for gang involvement. Examples of programs that qualify for funding in this category are life skills training for gang-involved and/or court-involved youth, job training programs for gang-involved and/or court involved youth, and training for professionals on gang prevention, intervention or suppression.

Programs that provide services to K-12 students on school grounds during school hours will NOT be considered. Contact Verne Larsen (801-538-7713) at the Utah State Office of Education to inquire about school-based gang prevention and/or intervention funding.

Preference will be given to programs for underserved populations such as females, ethnic minorities, non-English speaking, and low-income.

Application Instructions

Your application is limited to 14 pages. Do not count the Grant Cover Sheet (Section 1) or the Budget Matrix (Section 7) in your 14 pages. Page length suggestions are provided for each section of the application. Maintain the margins in the application and use a 12 point font size. Your response may be single-spaced.

Section 1: Cover Sheet

Complete the Grant Cover Sheet and obtain the appropriate signatures.

Section 2: Agency Description (1 page)

Describe your organization's mission statement, purpose and goals. Explain why you are qualified to provide the proposed service(s) or program(s) and your experience working with your target population. Describe any past collaborative efforts.

Section 3: Project Summary (1 page)

Provide a 1-page overview of your proposed project.

Section 4: Problem Statement (2 to 3 pages)

Explain what problems you are trying to address with your program by answering the following questions:

1. What are the specific gang problems in your community and what factors are driving the problem? Provide data from the last three years to show that the problem exists.
2. Identify which funding priority area(s) your program will address.

One source is the CCJJ website: www.justice.utah.gov. You are encouraged to use data sources pertinent to your project. Those sources may include but are not limited to:

OJJDP Model Program Guide:

http://www.dsgonline.com/Model_Programs_Guide/Web/mpg_index_flash.htm

Child Welfare League of America Juvenile Justice Division:

<http://www.cwla.org/programs/juvenilejustice/default.htm>

Juvenile Justice Evaluation Center:

<http://www.jrsa.org/jjec/>

Office of Juvenile Justice and Delinquency Prevention:

<http://ojjdp.ncjrs.org/>

Utah Division of Juvenile Justice Services Annual Reports:

<http://www.hsdyc.utah.gov/annual-reports.htm>

Utah Commission on Criminal and Juvenile Justice Research Page:

<http://www.justice.utah.gov/Research/default.htm>

Utah Department of Substance Abuse and Mental Health, Reports and Statistics (Includes 2003 SHARP Youth Prevention Needs Assessment):

<http://www.dsamh.utah.gov/sharp.htm>

Utah Bureau of Criminal Investigations, Utah Crime Statistics:

<http://www.bci.utah.gov/Stats/StatsHome.html>

Utah State Courts Publications:

<http://www.utcourts.gov/resources/reports/>

Governor's Office on Planning and Budget, Demographic and Economic Development:

<http://governor.utah.gov/dea/>

Utah Kids Count Measures of Child Wellbeing:

<http://www.utahchildren.org/publications.html>

Section 4a: Target Population (2 pages)

Who will be served by your program and how is this population affected by the problem? Provide specific demographic data about your target population and explain why services are currently lacking. Projects must demonstrate extensive knowledge of the barriers that clients face and show those barriers are appropriately addressed and removed. Projects must also ensure staff's cultural competency and demonstrate extensive knowledge of specific cultural characteristics of the target population.

Section 5: Project Operations and Activities (2 to 4 pages)

This section should address each of the following areas:

1. Project Activities

Describe your project activities. Explain how the project will address the problem you described in the Problem Statement. Explain what will make the program work and cite relevant research to show that this program strategy is effective. Indicate best practices or model programs to be used.

2. Project Staffing

Describe who will be responsible for the project and identify any staff to be hired. For each person or position listed, provide a brief job description and qualifications. Do not attach resumes.

Grant funds cannot be used to supplant the existing salaries of any employees. In other words, you cannot use grant funds to pay someone who is already being paid from other sources to do the same work.

3. Collaboration

Describe other organizations or programs involved in your project. Specify contributions they are making to your program. Each listed organization must provide a letter of participation, which should be placed in Attachment A. Do not include letters of support.

Programs that fail to demonstrate active collaboration with other agencies or organizations will not be funded.

4. Timeline

Include a timeline of steps needed to implement the project. The timeline should identify program activities for the entire grant year (July 1, 2007 to June 30, 2008).

5. Priority Area

Explain how your proposed program meets one or more of the funding priority areas.

Section 5a: Progress to Date (Continuation Programs Only) (1 page)

If you are applying for funds to continue a program previously funded under these grant programs, you must provide information about your progress to date.

1. Explain how your program successfully meets its objectives and outcome measures. Provide data that verifies your program's activities and outcomes.
2. Provide information about your attempts (successful and unsuccessful) to find additional funding sources for your program.

Section 6: Project Goals, Objectives and Performance Measures (1 to 2 pages)

If you are awarded funding, your project will be monitored to ensure that you are meeting your project's goals and objectives.

This section should contain the following information:

1. Project Goal(s)

A project goal(s) is what you hope your project will accomplish in the long-term. For example, your goal may be to prevent alcohol and other drug use by teen drivers. Or, your goal may be to reduce residential and car burglaries.

2. Project Objectives

Project Objectives describe the short-term results of your project. Objectives describe the specific activities of your project. Objectives must be measurable. For example, your objective may be to provide a two-part DUI awareness training for all driver's education students at the local high school. Or, your objective may be to reduce residential and car burglaries by five percent by forming and training eight new neighborhood watch areas.

3. Performance Measures

Performance measures tell how you plan to measure your project's success in achieving your objectives. Identify what type of data you plan to collect and how you will collect that data. For example, if your objective is to provide a two-part DUI awareness training to all driver's education students at the local high school, your performance measures would be the number of trainings provided and the percent of driver's education students who completed the two-part training.

The table included in the application should be used to show the above information.

Goal: <i>To prevent alcohol and other drug use by teen drivers.</i>	
Objective	Performance Measures
To provide a two-part DUI awareness training for all driver's education students at the local high school.	The number of trainings provided. The percent of driver's education students who completed the two-part training.

4. Evaluation Plan

Identify who will be responsible for evaluating the project and how the evaluation plan will be developed.

Section 7: Budget Matrix and Narrative

The Budget Narrative must explain how funds are being used in each budget category and how you arrived at those dollar figures. Review each budget category for specific budget narrative requirements.

Budget Categories

1. Personnel

List full or part-time program salaried employees directly involved in the proposed project. Do not request grant funding for an employee who is already on the payroll unless the original position held by that person will be filled by a new employee. List the name of individual, if known. If a person has not been hired, list the title of the position and indicate it is "vacant."

For grant employees, indicate the number of hours for each position. The hourly rate for personnel salaries can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year.

Salaries may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. Paid vacation and sick leave are allowable expenditures, but must not exceed the time that is normally allowed by the agency or unit of government associated with the project. All leave earned must be used or paid during the period of the grant.

Employees who are not on the payroll are classified as consultants. Consultant information should be described in the Consultant Budget section.

Fringe benefits are to be based on the employer's share only. Fringe benefit base wage amounts for part-time employees must be prorated according to the percentage of total time spent with each employer. Show how you calculated fringe benefits.

2. Consultant Contracts

Persons with specialized skills who are not on the payroll are considered consultants. When a consultant is known, a resume listing the consultant's qualifications must accompany the application with a draft of the consultant contract. However, if the position is vacant and the project receives funding, the identified consultant contract must be pre-approved by CCJJ prior to hiring the consultant.

In this section, include any expenses such as travel and per diem that will be paid to the individual consultant in addition to their fees.

Consultant fees for individuals may not exceed \$56.25 per hour or \$450 per day, for an 8-hour day, plus expenses, without prior approval from CCJJ. Fee justification must be provided.

Describe the procedure used in acquiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). All procurement transactions whether negotiated or competitively bid without regard to dollar value shall be conducted in a manner as to provide maximum open and free competition.

3. Equipment, Supplies & Operating

Identify all purchases of supplies, equipment and operating within this single category.

Equipment is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies are materials that are expendable or consumed during the course of the project. List items by type (e.g. office supplies, postage, utilities, training materials, copy paper, etc.) and show the basis of computation.

All purchases must be necessary for the project to achieve its goals and objectives. Subgrantees are expected to follow the written purchasing policies and procedures of their agency (state, city, county or non-profit agency). All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition. At a minimum, subgrantees policies should meet or exceed state standards as follows:

- Purchases under \$1,000 - No competitive quotes are required, however, the best source and price should still be selected.
- Purchases between \$1,000 and \$5,000 - Quotes should be obtained (by phone, fax, or letter) from at least two vendors. Award must be made to the vendor submitting the lowest quote meeting the minimum specification and required delivery date.
- Purchases exceeding \$5,000 - A competitive sealed bid process must be conducted or subgrantees may purchase items through "State Contract" with approved vendors. Sole source contracts must be approved by CCJJ prior to being awarded.

4. Travel and Training

For in-state trips, include the per-mile reimbursement rate and anticipated miles to be traveled and the number of people traveling. For out-of-state training, list the actual conferences to be attended, the conference site and date, estimated travel, registration, lodging and per diem costs and how many individuals will attend. Explain how the information acquired at the conference is necessary and beneficial to your project. If conference information is not currently available, list the types of training desired, number of people needing the training, and the estimated costs. If your grant is approved, you will need to obtain pre-authorization from CCJJ to attend any conferences that were not pre-identified.

Expenses for travel and training must adhere to your organization's written policies. Organizations that do not have their own written travel policy, must adhere to the State of Utah Travel Policy (see www.finance.utah.gov/travel/). Grant related travel charges must not exceed the rates usually allowed by the relevant unit of government or agency involved in the project.

No Supplanting

Funds must be used to *supplement* existing funds for program activities and *not* replace those funds which have been appropriated for the same purpose.

Appendices and Attachments

Review the Certified Assurances and Grant Conditions (Appendix 1) and obtain original signatures. The Certified Assurances and Grant Conditions are only required to be attached to your original grant application. It is not necessary to include them with your copies.

Obtain the necessary Letters of Participation (Attachment A) and attach them. Include, if applicable, Consultant Resume(s) (Attachment B).

Application Checklist

	Section 1 - Cover Sheet with budget amounts matching the Budget Matrix.
	Signatures – Required on Cover Sheet and Specified Appendices
	Section 2 – Agency Description
	Section 3 – Project Summary
	Section 4 – Problem Statement
	Section 4a – Target Population
	Section 5 – Project Operations and Activities and Sustainability Plan
	Section 6 – Project Goals, Objectives & Performance Measures
	Section 7 – Budget Matrix and Narrative
	Section 8 – Participants List
	Page Limit – 14 page limit for Sections 2-6
	Attachment A - Letters of Participation (DO NOT INCLUDE LETTERS OF SUPPORT)
	Attachment B – Consultant Contract(s) Resume(s) (if applicable)
	Appendix 1 - Signed Certified Assurances and Grant Conditions
	Copies - (1) Original with Appendices and (6) six, two-sided copies <u>without Appendices</u> (stapled or held with a binder clip and three-hole punched on the left side)
	Deadline – Friday, May 4, 2007 at 1:00 pm Utah State Capitol Complex East Office Building, Suite E-330 P.O. Box 142330 SLC, UT 84114-2330

Scoring Criteria for Gang Mini-Grant

Cover Sheet & Agency Description (10%)

- a. Demonstrates knowledge of and experience in crime and/or gang strategies.
- b. Past or current efforts have been collaborative in nature.
- c. Submitted with all required information and signatures.

Problem Statement (20%)

- a. Clearly describes problem to be addressed.
- b. Thoroughly documents the problem with data and statistics from the past three years.
- c. The target population is clearly defined and similar services for this population are currently lacking.
- d. The project addresses one of the priority areas for funding.

Project Operations and Activities (25%)

- a. Outlines clear and convincing plan to address the problem.
- b. Cites relevant research to show efficacy of the program strategy.
- c. Staff roles and qualifications are identified and appropriate for the proposed program.
- d. Program collaborators and their roles are identified.
- e. Timeline of activities is reasonable.
- f. Program progress to date demonstrates program's effectiveness. (Continuation projects only)
- g. Project demonstrates valid efforts to secure other sources of funding. (Continuation projects only)
- h. Program shows sustainability beyond grant funding.

Preference Points (5%)

- a. Clearly identifies underserved population.
- b. Provides effective plan to address needs of underserved population.

Project Goals, Objectives and Performance Measures (25%)

- a. Goals and objectives outlined are clear and reasonable.
- b. Objectives listed are measurable.
- c. Performance measures are clearly identified and appropriate for measuring success.
- d. Evaluation plan is sound and will verify project's success.

Budget Matrix and Narrative (20%)

- a. Costs are reasonable for the program as outlined.
- b. Budget narrative provides justification of budget expenditures.
- c. Provided cash match shows agency commitment.